

Providence Creek Academy Charter School

Board of Directors Monthly Meeting

July 25th, 2022

6:00 P.M.

Providence Creek Academy Business Office

Conference Call: (513) 386-0000

Access Code: 290054

Board Members Present

Melissa Rhoads (President)
Lisa Moore (Vice President)
Lisa English (Secretary)
Adrian Peoples
Joe Rogerson
Amy Wharry
Elizabeth Colombo Kutch

Others Present

Denise Stouffer (Head of School)
Rachael Straightiff

Regular Meeting 6:00 P.M.

1. **Call to Order: The meeting was called to order at 6:07 pm.**
- A. **Pledge of Allegiance, Moment of Silence**
- B. **Public Comment**-Opportunity to address the Board of Directors
 1. No members of the public present to address the Board of Directors
- C. **Board of Directors Organization and Appointment:**
 1. President
 - a. Motion to nominate and appoint Lisa Moore as President made by Adrian Peoples
 - b. Motion to approve the nomination and appointment of Lisa Moore as President made by Elizabeth Colombo Kutch
 - c. Motion approved by the Board of Directors
 1. Vice President
 - a. Motion to nominate and appoint Adrian Peoples as Vice President made by Melissa Rhoads
 - b. Motion to approve the nomination and appointment of Adrian Peoples as Vice President made by Joe Rogerson.
 - c. Motion approved by the Board of Directors
 3. Treasurer
 - a. Motion to nominate and appoint Chuck Mosher as Treasurer made by Melissa Rhoads.
 - b. Motion to approve the nomination and appointment of Chuck Mosher as Treasurer made by Adrian Peoples
 - c. Motion approved by the Board of Directors
 4. Secretary

- a. Motion to nominate and appoint Lisa English as Secretary made by Adrian Peoples
 - b. Motion to nominate and appoint Lisa English as Secretary seconded by Elizabeth Colombo Kutch
 - c. Motion approved by the Board of Directors
5. Parent Member
 - a. Motion to nominate and appoint Joe Rogerson as a Parent Board Member made by Melissa Rhoads
 - b. Second motion to nominate and appoint Joe Rogerson as a Parent Board Member made by Elizabeth Colombo Kutch
 - c. Motion approved by the Board of Directors
6. General Board Member
 - a. Motion to nominate Melissa Rhoads as a general Board Member made by Adrian Peoples
 - b. Second motion to nominate Melissa Rhoads as a general Board Member made by Joe Rogerson
 - c. Motion approved by the Board of Directors
7. **Presentations: Benchmark Data**
 - a. Mrs. Stouffer asked the Board to table the Benchmark Data Presentation to next month due to Mrs. Cannon (Dean of Academics) being on vacation
8. **Approval of the June 27th, 2022 Board Meeting Minutes**
 - a. Motion to approve made by: Joe Rogerson
 - b. Second motion to approve made by: Adrian Peoples
 - c. Abstain: Melissa Rhoads and Lisa Moore
 - d. The motion to approve the June 27th, 2022 Board Meeting Minutes was approved by the Board of Directors.
9. **Board Committee Reports:**
 - a. CBOC Committee
 1. James (Jimmy) Lanham from PNC Bank presented various bond scenarios to the CBOC Committee for the 2008A Bond Refinancing.
 2. The school has received 99.84% of its expected funding as of June 30th, 2022.
 3. PCA is 100% into the school year and overall expenditures are at 88.72% which is approximately 11.28% under the actual percentage for this month. Last month PCA's expenditures were at 80.23%, which was 11.37% under the actual percentage, including unallocated.
 4. In the Transportation Department, expenditures are currently at 93.27%, which is 6.73% under the actual percentage for this month in the Charter Transportation (05177) budget. Additionally, all Charter Transportation (FY2022 05177) funds have been expended.

5. In the Cafeteria Department, expenditures are currently at 96.39%, which is 3.61% under the actual percentage for this month. The Cafeteria Department has a projected surplus of \$147,138.43
 6. Based on the final budget for FY22, PCA finished the fiscal year with a surplus of \$432,930.34
 7. The PNC Bank Statements were reviewed for this month.
 8. PCard Reconciliation was reviewed for this month.
- b. Website Committee
 1. Final content is being provided to the website company to be finalized.
 2. The website is targeted to be up in August before Meet and Greet.
 - c. Expansion Committee
 1. PCA is working with its architects and the town of Clayton. The project is getting ready for RFP to be out as early as September or by October.

10. Reports:

- a. Head of School Report
 1. Master Schedules and Student Schedules are being finalized and will most likely be posted just prior to Student Meet and Greet.
 2. The new bus system to track bus locations and rider rosters is being worked on for the start of the school year.
 3. Annual contracts for student services are on tonight's board agenda for renewal.
 4. Old Business on the board agenda includes a motion to approve the purchase of a new school bus and truck bed.
 5. Summer camp is up and running at PCA as well as ESY and summer school.

11. **Executive Session:** *Pursuant to 29 Del. C. § 10004(b) (1), (2), and (6) Providence Creek Academy Board will call for an executive session closed to the public pursuant to subsections (c) and (e) of this section, to discuss personnel matters in which the names, competency and abilities of individual employees are discussed as well as a discussion of the content of documents not excluded from the definition of "public record" in § 10002 of this title.*

- a. Motion to enter Executive Session made by: Elizabeth Colombo Kutch
- b. Second motion to enter Executive Session made by: Adrian Peoples
- c. The motion to enter Executive Session was approved by the Board of Directors.
- d. Motion to come out of Executive Session made by: Adrian Peoples
- e. Second motion to come out Executive Session made by: Joe Rogerson
- f. The motion to come out of Executive Session was approved by the Board of Directors.

12. New Business:

- a. Action Item: The Board will determine if it wishes to approve the SY2021/2022 June Budget.
 1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the SY2021/2022 June Budget was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the DOE Monthly June 2022 Budget.
 1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the DOE Monthly June 2022 Budget was approved by the Board of Directors.
- c. Action Item: The Board will determine if it wishes to approve the PCA CSP Expansion Grant for FY23, should it be approved by the Delaware Department of Education.
 1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the PCA CSP Expansion Grant for FY23, should it be approved by the Delaware Department of Education was approved by the Board of Directors.
- d. Action Item: The Board will determine if it wishes to approve the PCA Consolidated Grant for FY23, should it be approved by the Delaware Department of Education.
 1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the PCA Consolidated Grant for FY23, should it be approved by the Delaware Department of Education was approved by the Board of Directors.
- e. Action Item: The Board will determine if it wishes to approve the SY22/23 Contract with the Jungle Gym.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve the SY22/23 Contract with the Jungle Gym was approved by the Board of Directors.
- f. Action Item: The Board will determine if it wishes to approve the SY22/23 Contract with Jody Williams.
 1. Motion to approve made by: Adrian Peoples

2. Second motion to approve made by: Lisa English
 3. The motion to approve the SY22/23 Contract with Jody Williams was approved by the Board of Directors.
- g. Action Item: The Board will determine if it wishes to approve the SY22/23 Contract with Central Delaware Speech.
1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the SY22/23 Contract with Central Delaware Speech was approved by the Board of Directors.
- h. Action Item: The Board will determine if it wishes to approve the 504 Coordinator Stipend. This is an EPER position.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the 504 Coordinator Stipend was approved by the Board of Directors.
- i. Action Item: The Board will determine if it wishes to approve the hire of Kimberly Heeman as the 504 Coordinator.
1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Melissa Rhoads
 3. The motion to approve the hire of Kimberly Heeman as the 504 Coordinator was approved by the Board of Directors.
- j. Action Item: The Board will determine if it wishes to approve the hire of Michala Messick as a Lead Summer Camp Counselor.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the hire of Michala Messick as a Lead Summer Camp Counselor was approved by the Board of Directors.
- k. Action Item: The Board will determine if it wishes to approve the hire of Antwanique Woolford as a Summer Camp Counselor.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve the hire of Antwanique Woolford as a Summer Camp Counselor was approved by the Board of Directors.
- l. Action Item: The Board will determine if it wishes to approve the hire of Jaclyn Ivry as a part-time paraprofessional.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Joe Rogerson

3. The motion to approve the hire of Jaclyn Ivry as a part-time paraprofessional was approved by the Board of Directors.
- m. Action Item: The Board will determine if it wishes to approve the hire of Renita Gorum as a part-time paraprofessional.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the hire of Renita Gorum as a part-time paraprofessional was approved by the Board of Directors.
- n. Action Item: The Board will determine if it wishes to approve the hire of Elizabeth Pruneda as a part-time paraprofessional.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the hire of Elizabeth Pruneda as a part-time professional was approved by the Board of Directors.
- o. Action Item: The Board will determine if it wishes to approve the hire of Chrissy Schroeder as a part-time paraprofessional.
1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the hire of Chrissy Schroeder as a part-time paraprofessional was approved by the Board of Directors.
- p. Action Item: The Board will determine if it wishes to approve the hire of Grace Lusby as the Chorus and General Music Teacher.
1. Motion to approve made by: Adrian Peoples
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the hire of Grace Lusby as the Chorus and General Music Teacher was approved by the Board of Directors.
- q. Action Item: The Board will determine if it wishes to approve the hire of Nicole Kowal as a Kindergarten Teacher.
1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Lisa English
 3. The motion to approve the hire of Nicole Kowal as a Kindergarten Teacher.
- r. Action Item: The Board will determine if it wishes to approve the hire of Christy Wasilkowski as the 7/8 Science Teacher.
1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples

3. The motion to approve the hire of Christy Wasilkowski as the 7/8 Science Teacher was approved by the Board of Directors.
- s. Action Item: The Board will determine if it wishes to approve the hire of a Band and General Music Teacher.
 1. Motion to approve made by: Melissa Rhoads
 2. Second motion to approve made by: Elizabeth Colombo Kutch
 3. The motion to approve the hire of a Band and General Music Teacher was approved by the Board of Directors.
- t. Action Item: The Board will determine if it wishes to approve the hire of Nicole Cooper as the Extracurricular Activities Coordinator.
 1. Motion to approve made by: Elizabeth Colombo Kutch
 2. Second motion to approve made by: Joe Rogerson
 3. The motion to approve the hire of Nicole Cooper as the Extracurricular Activities Coordinator.
- u. Action Item: The Board will determine if it wishes to rescind its offer of employment for the Assistant Behavioral Interventionist Paraprofessional to Isaiah Kilgo-Felder.
 1. Motion to rescind made by: Adrian Peoples
 2. Second motion to rescind made by: Joe Rogerson
 3. The motion to rescind its offer of employment for the Assistant Behavioral Interventionist Paraprofessional to Isaiah Kilgo-Felder was approved by the Board of Directors.

13. **Old Business:**

- a. Action Item: The Board will determine if it wishes to approve the purchase of a truck bed, not to exceed \$7,000.
 1. Motion to approve made by: Joe Rogerson
 2. Second motion to approve made by: Adrian Peoples
 3. The motion to approve the purchase of a truck bed, not to exceed \$7,000, was approved by the Board of Directors.
 4. Motion to contract with Parker Welding made by Joe Rogerson
 5. Second motion made by: Adrian Peoples
 6. The motion to contract with Parker Welding was approved by the Board of Directors.
- b. Action Item: The Board will determine if it wishes to approve the purchase of a new school bus from Wolfington School Bus, not to exceed \$120,000.
 1. Mrs. Stouffer is recommending contracting with Wolfington Bus.
 2. Motion to approve made by: Adrian Peoples

3. Second motion to approve made by: Elizabeth Colombo Kutch

4. The motion to approve the purchase of a new school bus from Wolfington School Bus, not to exceed \$120,000 was approved by the Board of Directors.

14. **Adjournment:** Next Board Meeting – August 9, 2022 at 6:00 pm

- a. **Motion to adjourn made by:** Adrian Peoples
- b. **Second motion to adjourn made by:** Joe Rogerson
- c. **The meeting to adjourn was approved by the Board of Directors.**

Note:

Pursuant to 29 Del. C. § 10004e(2), the agenda is subject to change to include additional items including executive sessions that arise at the time of the Board's meeting. The Providence Creek Academy Board reserves the right to hear any matter out of its order during the meeting. The Board may take breaks during the meeting.